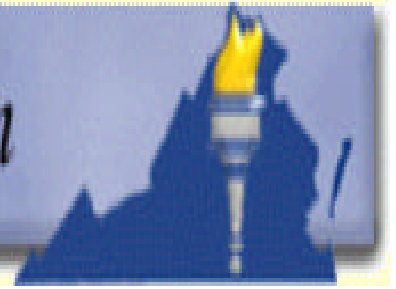


Virginia Department of Education



**Annual Report**  
*on*

**Discipline  
Crime  
and  
Violence**

**2002-2003 School Year**

**Instruction Booklet**

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## Instructions for Collecting Data for the Discipline, Crime and Violence Report

Data should be collected for the 365-day period beginning with the first day of the 2002-2003 school year. The data collected will meet the reporting requirements for the following:

NCLB performance indicator,  
Safety indicators for the state School Performance Report Card,  
State crime and violence report as required in §22.1-280.1, Code of Virginia,  
Federal Individuals with Disabilities Education Act (IDEA) report on suspension and expulsion for students with disabilities,  
Federal Safe and Drug-Free Schools and Communities Act,  
Federal Gun Free Schools Act.

Spreadsheet instructions are included in this document. School Divisions must use either the Excel spreadsheet or a system-generated ASCII flat file. The process to follow for each is listed below:

- If you are using the DOE Excel workbook for data entry, the Excel Workbook will generate a text file that the system automatically names.
- If you are generating an ASCII text file from your student information system it must be named discixxx01.txt. Please refer to the *ASCII text file layout* on the web.
- If you are generating an excel spreadsheet to import into the excel workbook the tab at the bottom left corner must be named DiscList.
- You may also import a Text file from your data collection system but it must follow the format for “*Discipline text import file layout* for incident information.”

Divisions shall report offenses that occurred in the school in which the student’s membership and attendance is maintained. If the offender is unknown or is not a student, then the school in which the incident occurred shall report the offense.

## Data Items to be collected

Data should be collected and reported for incidents that involve any of the following major offenses. Codes and definitions for these offenses are included in this document.

• Alcohol	• Homicide
• Arson	• Kidnapping
• Battery/Assault	• Robbery (using force)
• Bomb Threat	• Sexual Offenses
• Breaking and Entering/Burglary	• Theft Offenses (no force)
• Bullying	• Threat Intimidation
• Disorderly Conduct	• Tobacco Products
• *Drug Violations	• Trespassing
• Fighting	• Weapons Violations
• Gang Activity	• Vandalism
• Other School Code of Conduct Violations that result in out-of-school suspension or expulsion	

- |   |
|---|
| <ul style="list-style-type: none"><li>• ** See Offense Codes for updates.</li></ul>   |
| <ul style="list-style-type: none"><li>• *New Code Added=DR3-Theft or attempted theft of student prescription medication</li></ul> |

## Key Concepts About Incident Reporting

All reporting is based upon an incident and its context. The following concepts are critical in the collection of your data:

- **All data collected are based on school year:** This report is based on data collected during a school year, not a fiscal or calendar year (365 days). Begin data collection on the date that your school year begins.
- **Incidents of the following offenses are to be included for reporting purposes:** All violations of alcohol, arson, battery/assault, bomb threat, breaking and entering/burglary, bullying, disorderly conduct, drug violations, fighting—serious injuries and no/minor injuries, gang activity, homicide, kidnapping, robbery (using force), sexual offenses, theft offenses (no force), threat/intimidation, tobacco products, trespassing, weapons violations, and vandalism should be reported regardless of the discipline/sanction imposed. All “other school code of conduct violations” should be reported if the discipline results in out-of-school suspension or expulsion.
- **Incidents on school grounds:** Incidents occurring on a school campus, 365 days a year and 24 hours a day, are to be reported, even if a student is not involved or the offender is unknown. Campuses to be included are public school programs geared toward students in any or all of grades PK-12. Incidents from vocational education or alternative programs are to be included if they are designed for any grades from PK-12.
- **Incidents on school transportation:** Incidents occurring on any school transportation, including bus transportation to and from school and other transportation to and from school sponsored events are to be reported. Incidents are not to be reported at bus stops unless they occur when the bus is at the stop.
- **Incidents at off-campus school-sponsored events when student is involved:** All incidents that occur at a school-sponsored event off campus are to be reported if a student is involved, whether as a victim or offender. If a student is not involved, do not report the incident. The student’s enrolled school is responsible for reporting the incident under its school number.
- **Definition of “student” for reporting purposes:** A “student” is an individual who is enrolled in your school division.
- **Reporting an incident with several offenses:** If several actions occur in a single overall incident, report this as one incident and report each of the offenses (maximum of five) in offenses codes 1-5.

## Definitions for Data Elements

**Student Identifier:** A unique identifier locally assigned within a school to identify a specific student. **One identifier is to be used throughout the report to report all incidents for a student even if he/she is involved in multiple incidents and/or transfers from one school to another within the division.** This is the one field that is required to produce an unduplicated count of students.

## Discipline, Crime and Violence Report for 2002-2003 School Year

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- If the offender is not enrolled in any Virginia public school, report the individual as a non-student. (On the ASCII file, show **NS** for non-student. On the Excel spreadsheet, highlight **NS**.)
- If evidence is found, i.e. a weapon, drugs, vandalism, etc., and the offender is not known, this field should indicate that the offender is unknown. (On the ASCII file, indicate **UN** for unknown individual. On the Excel spreadsheet, highlight **UN**.)

**Enrolled Division Number:** A state assigned three-digit division number for the school division where the student is officially enrolled in school. The division where the student is enrolled should report an offense to avoid duplicate reporting. In situations where the offender is not a student in any Virginia public school or the individual committing the offense is not known, include the number for the reporting division.

**Enrolled School Number:** A state assigned four-digit school number for the school where this student is officially enrolled. The school where the student is enrolled should report an offense to avoid duplicate reporting. Schools not listed on the Fall Membership report will not be accepted.

**Incident Division Number:** A state assigned three-digit division number for the school division where this incident occurred.

**Incident School Number:** A state assigned four-digit school number for the school where this incident occurred.

**Grade :** A student's enrolled grade at time of incident -- **PK=pre-kindergarten; KG=kindergarten; 01=grade 1; 02=grade 2; 03=grade 3; 04=grade 4; 05=grade 5; 06=grade 6; 07=grade 7; 08=grade 8; 09=grade 9; 10=grade 10; 11=grade 11; 12=grade 12; PG=post-graduate student.**

**Spec. Ed. Code :** A unique code to identify student's special education disability – **AUT=autism; DB=deaf-blindness; DD=developmentally delayed; ED=emotional disturbance; MR= mental retardation; HI=hearing impairments; MD=multiple disabilities; OHI=other health impairments; OI=orthopedic impairments; SLD=specific learning disabilities; SLI=speech/language impairments; SD=severe disabilities; TBI=traumatic brain injury; VI=visual impairments; (blank if student does not have a special education disability).**

**Student's Date of Birth:** Date of birth entered as **mm/dd/yyyy**. The date of birth is required for all students; date may be blank for non-students and unknown offenders.

**Racial/Ethnic Code:** The racial/ethnic category used to describe group to which student belongs. The category that most closely reflects the individual's recognition in the community should be used for purposes of reporting students who are of mixed racial and/or ethnic origins. **00=Unspecified; 01=Native American; 02=Asian/Pacific Islander; 03=Black (Non-Hispanic); 04=Hispanic; 05=White (Non-Hispanic).** The racial/ethnic code is required for all students; it may be blank for non-students and unknown offenders.

**Gender: F=female; M=male.** The gender code is required for all students; it may be blank for non-students and unknown offenders.

**Incident Date:** The date that the incident occurred should be entered as **mm/dd/yyyy**. The incident date is required for all incidents.

**Incident Code:** A unique code (of no more than six characters) locally assigned within a school to identify a specific incident or occurrence. One code is used on the report for all students involved in a particular incident. This is one of the key fields that links incident records to student records. If multiple students were involved in a specific incident, then all students would be assigned the same incident code. Since fighting incidents always involve two or more students, you will have multiple records with the same incident code anytime you report an offense code for fighting. However, if the same student has more than one offense on different dates, use a different incident code for each incident.

The Discipline, Crime and Violence report for 2002-2003 was created as an Incident based worksheet. Therefore the Incident Code is generated by clicking a **New Incident** button (**Figure 1**).

Incident Code	1	New Incident
Incident Date		
Incident Division	002 - ALBEMARLE	

Figure 1. New Incident button for generating incident codes

**Offense Code 1 through Offense Code 5:** Refer to the listing of Offense Codes and Definitions. Offenses that must be reported, regardless of the discipline/sanction include any offense listed on the Offense Codes that has a required code as well as other offenses for which a student is suspended or expelled under local guidelines. For the majority of students there is only one offense reported (offense code 1), but space has been included to report up to five different offenses that the student may have been involved in for this one incident. For example, during a fight one of the students may have threatened the teacher who tried to break up the fight; so two offenses are reported for this student—(1) fighting and (2) threatening a staff member. Offense Code 1 is required for all students.

**Number of firearms that were confiscated:** Report the number of firearms that were confiscated. If a firearm is found/confiscated but cannot be linked to a specific student, then report the number of firearms for this incident with a student identifier of **UN** for unknown. Report 0 if no firearms was confiscated.

**Number of non-firearm weapons that were confiscated:** Report the number of non-firearm weapons that were confiscated. If a weapon is found/confiscated but cannot be linked to a specific student, then report the number of non-firearm weapons for this incident with a student identifier of **UN** for unknown. Report 0 if no weapons was confiscated.

**Final Division Discipline/Sanction:** Report the code from the following list that identifies the final discipline/sanction. The code of 99 should be used for any discipline not defined in codes 02 through 06. **02=short-term suspension (out-of-school); 03=long-term suspension (out-of-school); 04=expulsion; 05-special education interim placement-LEA decision; 06=special education interim placement-court appointed hearing officer decision (NOT a local discipline officer with the job title “hearing officer”); 99=none of the above.**

**Number of Days Suspended/Expelled:** numeric (000-maximum school days); 365=one-year suspension. The number is required for all students unless final discipline/sanction is coded 99 or student is permanently expelled. If final discipline/sanction is 99, report zero ‘0’ days expelled/suspended. The code WP1, WP2 and WP8 will necessitate an expulsion of 365 days (Public Law 103-882-Sec. 14601).

Discipline, Crime and Violence Report for 2002-2003 School Year

**Number of Victims:** Report the number of victims as a result of this incident. A victim is the recipient of an offensive act, which may be criminal in nature and usually relates to personal crimes. **Do not duplicate the reporting of victims if multiple students are involved in an incident.** The number of victims should be listed on only one student record or distributed among offenders where applicable if there are multiple victims. Report 0 if there were no victims.

**The following offense codes necessitate a victim count :**

Students	BA3	BA4	HO2	HO4	SX2	SX4	SX6	TI2	THF03
Personnel	BA1	BA2	HO1	HO3	SX1	SX3	SX5	TI1	THF02

**Alternative Placement:** Indicate whether the student was placed in an alternative education program as a result of this incident. An alternative education program is any program for students who are not enrolled in the regular school environment, such as students at risk of dropping out, students who have been expelled from their regular classes, students who are undergoing outpatient treatment for drug use, etc.

**One-year suspension, but shortened by chief administering officer of LEA under modification provisions of GFSA:** Indicate whether the student's one-year suspension was shortened by the chief administering office of the LEA under modification provisions of the Gun Free Schools Act.

**Permanent Expulsion:** Indicate whether disciplinary action for this student included permanent expulsion.



## Objective of Discipline, Crime and Violence Report

This workbook is designed to improve the data collection process for 2002-2003. There are eight features that are different from the 2001-2002 Discipline/Crime and Violence report. These features were designed with the user in mind. The new features include the following: **choice of path for saving workbook, incident based workbook, one-time student data entry, new offense codes, new racial ethnic code, total victims attached to offense code, enhanced reporting, and simpler importing.**

## Opening Steps to Achieve Objective of Discipline, Crime and Violence Report

### Strategy for Using Discipline, Crime and Violence Reporting Effectively

Effective Strategy Planning may include the following:

- At the School Level – Choose a person who will be responsible for data entry of Discipline, Crime and Violence incidents.
- At the School Level – Have the incident data kept current.
- At the School Level – If assistant principals are entering data, they may want to place the file on a network drive with equal shareable rights. (Only one person at a time may edit and save).
- At the Division Level – Educate the school level personnel on how to use the template. (See Web-site for instructions, quick references and power point presentations.)
- At the Division Level –It might be helpful to have the schools submit their workbook file for processing periodically (monthly, six weeks or nine weeks) to insure accuracy and avoid major problems at the end of the year.
- At the Division Level –It might be helpful to have the division to return the error report to the schools and have them edit their file.

### Downloading the Discipline, Crime and Violence Template

Whoever is responsible for this data entry, he/she needs to download the **Discipline, Crime and Violence Template** located on the Virginia Department of Education's Web site at

<http://www.pen.k12.va.us/VDOE/Publications/Discipline/datacoll/2002-2003/coll02.htm>

or by selecting "Reports" at the top of the homepage or "Data and Publications" at the bottom. Scroll down the "Data Collections" column to "Annual Report on Discipline, Crime and Violence." Click on 2002-2003 School Year Reporting to access the **Discipline, Crime and Violence Template**.

The **Discipline, Crime and Violence Template** needs to be saved to the desktop by right clicking your mouse button and going to "Save Link As" or "Save Target As." When you have completed saving the template, close the Internet Browser. The **Discipline, Crime and Violence Template** will be named **Discipline2002.xls**

### Opening the Discipline, Crime and Violence Template

Double Click the Discipline, Crime and Violence Template named Discipline2002.xls. Remember this is a template and needs to be customized by choosing your method of data collection. Double click the file and it will open to (Figure 2) which asks you to enable the macros.

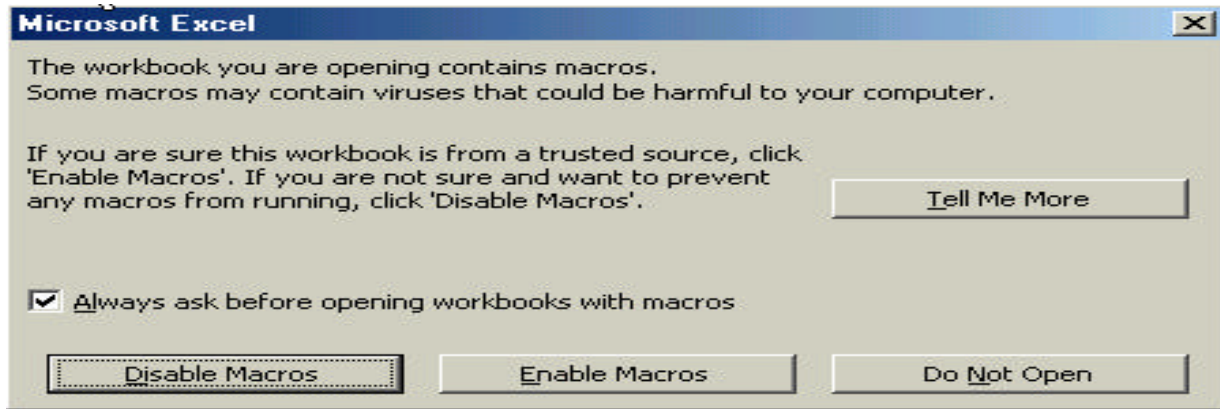


Figure 2. Enable the Macros

Click on the Center button (Enable Macros) and the message box will close.

### Choosing Data Entry Level on Opening Screen

The opening screen will request the level of data entry. Choose the desired level—**Division** Level, or **School** Level (**Figure 3**).

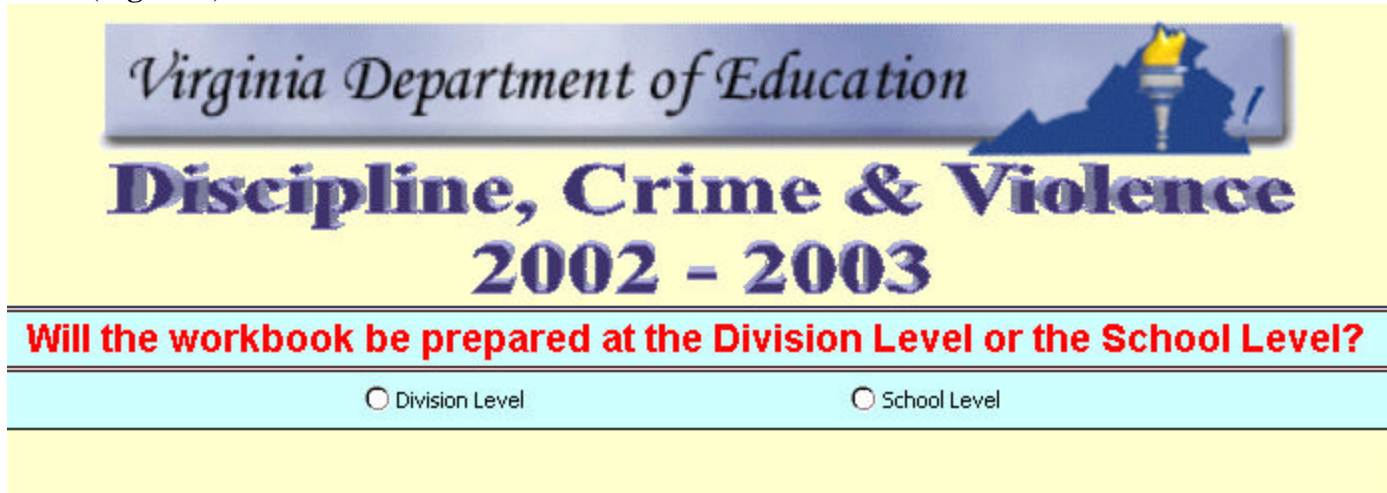


Figure 3. Customizing workbook with type of level desired (division or school)

Once the desired level is chosen, the file will ask you if you are sure (**Figure 4**).

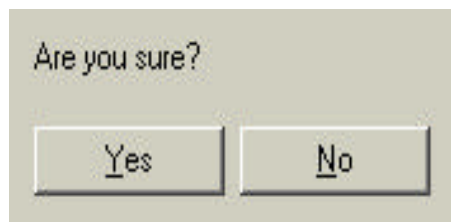


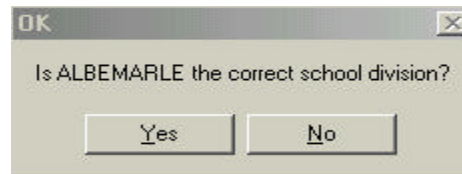
Figure 4 . Are you sure dialog box

When Division Level is chosen, a drop box will appear for the user to choose the correct division name (**Figure 5**).

Division No. and Name:	Select School Division
	Select School Division
	001 - ACCOMACK
	002 - ALBEMARLE
	003 - ALLEGHANY
	004 - AMELIA
	005 - AMHERST
	006 - APPOMATTOX
	007 - ARLINGTON
	008 - AUGUSTA
	009 - BATH
	010 - BEDFORD
	011 - BLAND
	012 - BOTETOURT
	013 - BRUNSWICK
	014 - BUCHANAN

**Figure 5.** Drop down box for choice of Division

After selecting your division name and number, you will see a message box asking if this is the correct division (**Figure 6**).



**Figure 6.**Division okay choice box

## Customizing Workbook file

Once the desired level-- division or school-- is chosen, the user has customized the template for your school or division. The file name will be saved to a specific path depending on where you desire to save your file. A file **Save As box** will open requesting for a specific directory (**Figure7**). This feature is designed for you to save to a network drive or a local hard drive depending on who will be accessing the file. If it is placed on a network drive, the file may be shared. The ability to share a file does not mean that each person using this file can input data at the same time. If the file is opened by two people, the first person opening the file will be able to enter data and save. The second person must wait for the file to be closed, or they will receive a READ ONLY message, which means they can read but not save.

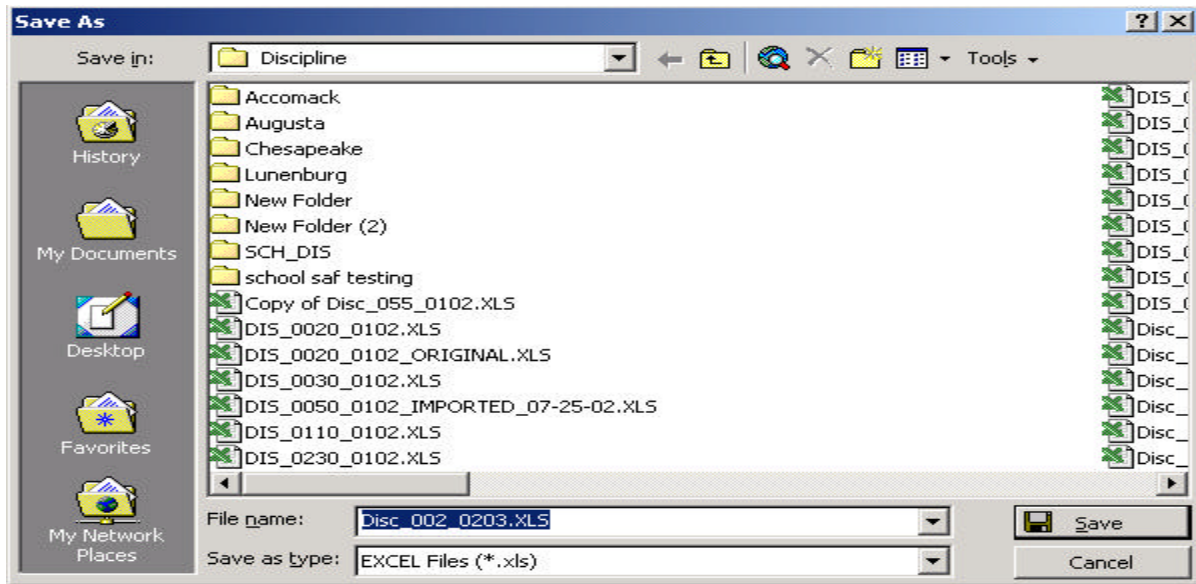


Figure 7..Save As box

## Special Instructions for Overwriting existing customized file

If a file of this name is already present in the directory, you will be notified of that file and asked if you wish to overwrite the existing file (**Figure 8**).

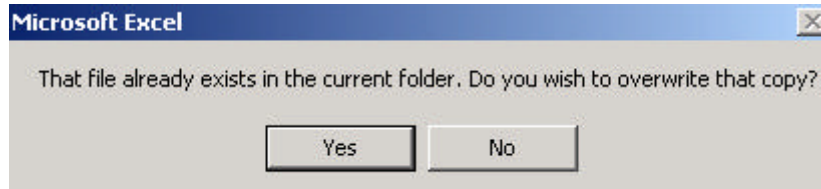


Figure 8. File already exists

If you say yes, the file will be overwritten. If you say no, you will be asked if you wish to open the existing file for examination (**Figure 9**).

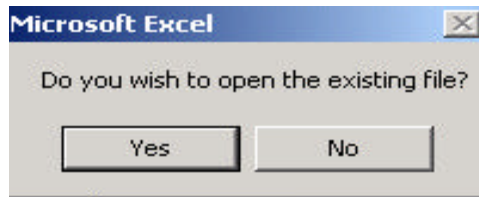


Figure 9. Do you wish to open existing file?

If you answer yes the existing file will be opened and the template will be closed. If you answer no, the existing file will not open and the template will be closed after the program displays the message below (**Figure 10**).

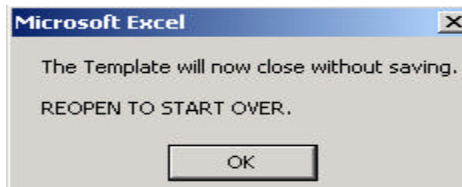


Figure 10 . Template will not close without saving

## Saving File in correct File Path

The Excel Template automatically selects a path for you, which you may use or you may save on a network drive. An example of a local hard drive path or a network path is as follows:

### Division Level Workbook:

#### Local Hard Drive

C:\DOE\_DATA\DISCIPLINE\DISC\_XXX\_0203.xls (Figure 11a)

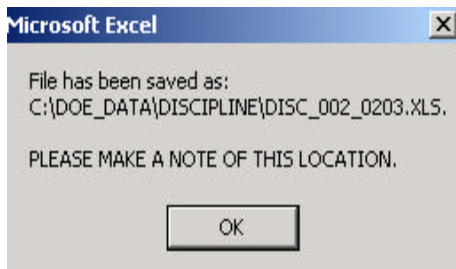


Figure . 11a.File name and path for Division Level

#### Network Drive

H:\DISC\_XXX\_0203.xls (Figure 11b)

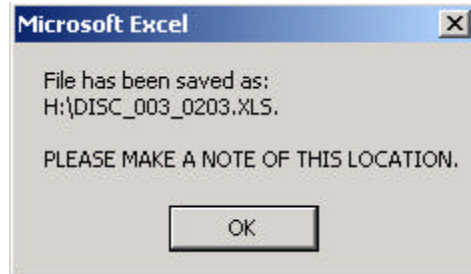


Figure . 11b File name and path for network drive

### School Level Workbook:

#### Local Hard Drive

C:\DOE\_DATA\DISCIPLINE\DIS\_xxxx\_02.xls (Figure 12a)

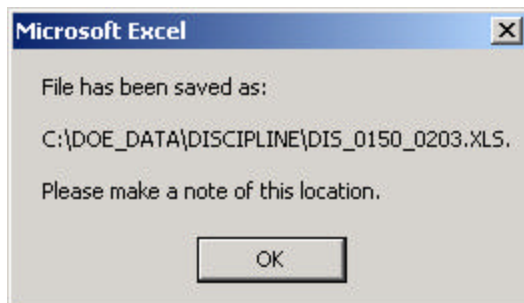


Figure 12a. File name and path for School Level

#### Network Drive

H:\DISC\_XXXX\_0203.xls (Figure 12b)

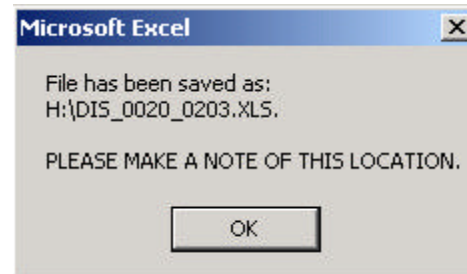


Figure 12b. File name and path for network drive

## Data Collection at the School LevelContact Tab–School Level

The school level workbook will open to the **Contact** tab, (Figure13) which contains the division name and the reporting school.

 A screenshot of a web-based form titled "Virginia Department of Education Discipline, Crime & Violence 2002 - 2003". The form has a header with the department name and a logo. Below the header, there are two rows of data: "Division No. and Name: 001 ACCOMACK" and "0540 ARCADIA HIGH". At the bottom right, there are two buttons: "ERROR CHECK" and "Print Custom Discipline List".

Figure 13 . School Level Contact Tab



The school level workbook will open with three tabs—**Contact and Discipline (Figure 14)**



Figure 14. School level workbook tabs

## Incidents Tab—School Level

The **Incidents** tab displays the **Incident Entry** where the data collection per incident record is created. The new feature on this screen involves the Incident code, which is auto-generated (**Figure 15**).

Incident Entry											
Reporting School	0010-HOLLYMEAD ELEM. ▼										
Incident Code	1										
Incident Date											
Incident Division	002 - ALBEMARLE ▼										
Incident School	0010-HOLLYMEAD ELEM. ▼										
Victims											
<div> <div>Select Offense Code ▼</div> <table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> </div>		1	2	3	4	5					
1	2	3	4	5							
<div> <div>Number of Weapons Confiscated</div> <table border="1"> <tr> <td>Firearms</td> <td>Other</td> </tr> <tr> <td></td> <td></td> </tr> </table> </div>		Firearms	Other								
Firearms	Other										
Show Last Incident	Attach Student										
Recall Incident											
0 Records											

Figure 15 . Incident Entry found on the Discipline tab.

The **Incident Entry** tab involves the actual incident and the information that surrounds it. The following delineates the entries on this tab.

- Reporting School—Will Automatically be generated by default.
- The Incident Code will be generated by clicking on the **New Incident** button.
- The Incident Date is the date that the offense occurred using mm/dd/yyyy.
- The incident division will automatically be generated by default unless the user desires to change it.
- The Incident school will automatically be generated by default unless changed.
- Victims must be entered. If there are no victims use zero. Please refer to page 8 for codes that require victim counts.
- Select Offense Code is a drop menu that the user may use for their choice.
- Up to five offense codes may be used for one incident.
- The number of Firearms and Other weapons confiscated must be entered. If there are no firearms or other weapons use Zero. The **Student Data Entry** information on the student involved in the incident will be on the **Student Data Entry** tab, which appears after you click the **Attach Students** button (**Figure 16**).



Figure 16. Attach Students button.

When the **Attach Students** button is clicked, an information box comes up on the **Incident Entry** tab requesting **Student Identifier** (Figure 17).

Incident Entry	
Reporting School	0010-HOLLYMEAD ELEM.
Incident Code	1
Incident Date	9/9/2002
Incident Division	002 - ALBEMARLE
Incident School	0010-HOLLYMEAD ELEM.
Victims	0
<div> <div>Select Offense Code</div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>DC1</div> </div>	
<div> <div>Number of Weapons Confiscated</div> <div> <div>Firearms</div> <div>Other</div> </div> <div>0</div> <div>0</div> </div>	
<div> <div>Show Last Incident</div> <div>Recall Incident</div> <div>Attach Student</div> </div>	
0 Records	

Figure 17 . Incident Entry tab with the Student Identifier added.

A drop box is next to this entry (Figure 18), which requests whether the entry is as follows:

- NEW – Completely new entry on a student that has never been entered in the system
- NS – Non-Student is for any offender that is not enrolled in any Virginia Public School
- UN – Unknown is for any offender that is not known.

Student Identifier	NEW
	SELECT STUDENT
	NEW
	NS
	UN

Figure 18. Student Identifier

## Student Data Entry Tab—School Level

Once the **Student Identifier** has been chosen, the screen will open to the **Student Data Entry** tab, which allows data to be recorded on a student as a one-time entry (Figure 19).

Student Data Entry	
SELECT STUDENT TO REVIEW	
Student Identifier	
Secondary Identifier	
Enrolled School #	Reporting School
Grade	Select Grade
Spec. Educ. Code	Select Special Ed Code
Date of Birth	
Racial/ Ethnic Code	Select Ethnic Code
Gender	<input type="radio"/> Male <input type="radio"/> Female
UDF1	
UDF2	
UDF3	
UDF4	
Save New Student Data	
Clear Student Data	
Print/Preview All Student Data	

Figure 19. Student Data Entry Tab

The Student Data Entry tab allows the user to do the following:

- Student Identifier is a unique number that is associated to the actual student.
- The Secondary Identifier is an optional entry for identification purposes. It will not be transferred to the Web submission process.
- The Enrolled School number is defaulted from the contact page.
- The Selected Grade must be entered to correspond to the grade range for the given school.
- The Spec. Educ. Code applies only to special Education Students.
- Date of Birth must be within the range of ages 3 through 21.
- Racial/Ethnic Code must be entered accurately. A new code of 00 for Unspecified has been added.
- Gender is either Male or Female.
- UDF-1 through 4 (User Defined Fields).are available for student identifications purposes and are not transferable to the submission process.
- Student entry only has to be entered once and may be recalled whenever a new entry for the same student is made

When the user clicks the **Attach Student** button, chooses NEW for the **Student Identifier**, and goes to the **Student Data Entry** Tab and enters the data for the student and then clicks the **Save New Student Data** button, a link between the student and the incident will be made. This link is emphasized by both the student and incident information being visible on the screen (**Figure 20**).



Incident Entry	
Reporting School	0010-HOLLYMEAD ELEM.
Incident Code	2 <span>New Incident</span>
Incident Date	11/11/2002
Incident Division	002 - ALBEMARLE
Incident School	0010-HOLLYMEAD ELEM.
Victims	0
Select Offense Code 1 2 3 4 5 DRG07	
Number of Weapons Confiscated Firearms Other 0 0	
Show Last Incident Recall Incident	
Attach Students 3 Incidents Recorded	
Student Identifier 8888	
Select Offense Code 1 2 3 4 5 DRG07	
Final Discipline Select Final Discipline	
Days Suspended/Expelled	
One year suspension shortened by CAO of LEA <input type="checkbox"/>	
Permanent Expulsion <input type="checkbox"/>	
Alternative Placement <input type="checkbox"/>	
UDF1 UDF2 UDF3 UDF4	
Record Incident	

Figure 20 . Incident entry illustrating a linked record

## Non-Student and Unknown Offenders

No Student Data will be necessary when you choose NS for non-student and UN-for Unknown offender.; therefore, a direct link is made to the Incident Entry tab. Fill in the Incident School and the Final Discipline and click the Record Incident Button (Figure 21).

Incident Entry	
Reporting School	0540-ARCADIA HIGH
Incident Code	2 <span>New Incident</span>
Incident Date	9/22/2002
Incident Division	001 - ACCOMACK
Incident School	Incident School
Victims	0
Select Offense Code 1 2 3 4 5 BB1	
Final Discipline Select Final Discipline	
Days Suspended/Expelled	
One year suspension shortened by CAO of LEA <input type="checkbox"/>	
Permanent Expulsion <input type="checkbox"/>	
Alternative Placement <input type="checkbox"/>	
UDF1 UDF2 UDF3 UDF4	
Record Incident	
Number of Weapons Confiscated Firearms Other 0 0	
Show Last Incident Recall Incident	
Attach Student 1 Records	
Student Identifier NS	

Figure 21 . Non-student or Unknown Incident Entry screen

## Caution Concerning Special Education Codes for Final Discipline Codes of “05” or “06”.

If you create a **Student Data Entry** and forget to classify that student as a Special Ed. Student, an error will appear when you try to record the incident if you have chosen the final discipline as an “05” or 06”. To correct this problem, you must return to the **Student Data Entry** tab and recall the student information by clicking on select and then enter the **Special Ed.** code, click **Save New Student Data** button. A Message box will come up requesting you to update the Student Data Entry or not to update (**Figure 22**). Click “yes” to up date and return to the **Incident** tab and click on **Attach Student** and highlight the student that you just updated. This will recreate the link with the newly saved student Entry. Select the **Final Discipline** and then click the **Record Incident** button.

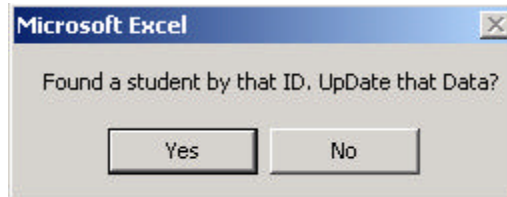


Figure 22. Updating information on Student ID

## Repeated Data entries—Any Level

When the **Record Incident** button is clicked, a message box requests the user to either add another offender to the incident, or choose no and a new incident tab will appear (**Figure 23**). Upon the answering of this message, the user is returned to the Incident **Entry** tab.



Figure 23. Button that requests for user to add another offender to the same incident

Each time an incident entry is recorded at the school level please note that the form clears when you answer the question—NO-- concerning another offender. However if your answer to another offender is—YES the Incident record stays filled except for the student entry information, which is removed from the **Incident entry** tab once the **record incident** button is clicked. If the information on a new incident entry is the same, add the student information and record. However, if the incident code is not the same, double click on the incident code cell and the code will be removed. Scroll through the incident code selection and choose the correct incident code. Add the student identifier to the Incident entry and record the incident. Remember to click the **New Incident** button for a new number.

## Correcting Data Entries—School Level

On the Contact tab there is an error button (**Figure24a**) click this button and it will generate an **Error** tab (**Figure 24b**).

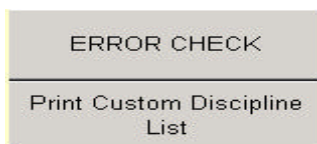


Figure 24a . Error button found on the Contact tab.

**Errors** have been detected in your report. Please correct them before forwarding to the DOE.

Sheet Name	Cell	Error	Row	Student ID	School #	Incident
DiscList	K2	Missing Incident Date	2	ME1111	120	000001
DiscList	K2	Badly Formatted Incident Date	2	ME1111	120	000001

Figure 24b Error tab that is generated when the error check is clicked.

On the **Discipline** tab there are two buttons that will enable the user to view or correct entries (**Figure 25**).

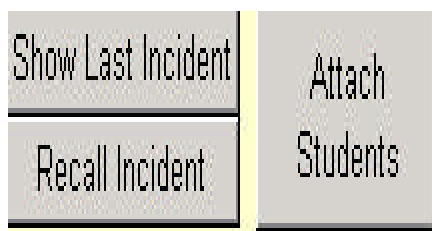


Figure 25. Buttons to view or correct entries

The **Recall Incident** button (**Figure 26**) allows you to recall an incident record and make changes. Once the changes have been made click the **Update Incident** button.

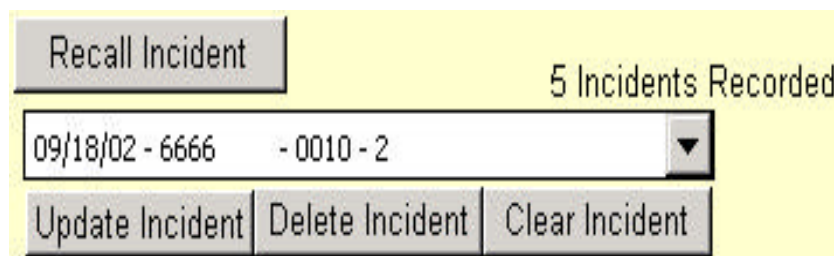


Figure 26. Buttons used to correct data entries

When entering an incident for a student that has already been entered into the workbook, click the **Attach Students** button, which will open the **Student Identifier** box. Using the down arrow on the **Student Identifier** box, highlight the correct student number and the student information will appear (no re-enter of student information is necessary). Enter the final discipline and record the incident or update the Incident which ever is appropriate.

## Data Collection at Division Level

### Contact Tab – Division Level

Once the division level has been chosen on the template, a customized Division level workbook will open to the contact tab, (**Figure 27**) which contains the division name and the contact information of the Division.

*Virginia Department of Education*

**Discipline, Crime & Violence**

**2002 - 2003**

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**Division No. and Name:** 002 ALBEMARLE

<b>Contact Person's Name:</b>	Dennis E. Nissley
<b>Contact Person's PhoneNumber:</b>	(434) 975-9442
<b>Contact Person's Fax Number:</b>	(434) 975-9443
<b>Contact Person's E-Mail Address:</b>	dnissley@albemarle.org

**The above Contact information is provided from the DOE Database for verification purposes only.**

**If the person named is not the correct contact for this report, notify the Division School ID Contact so that the contact information may be updated with the DOE.**

**This information CANNOT be updated on this form.**

IMPORT DATA	
Print Workbook	PROCESS
Print Custom Discipline List	

Figure 27. Division Level Customized Contact Tab

At the **Division Level**, the user can **import data**, **print workbooks**, **process the workbooks** or sort the spreadsheet that is generated when using the **Print Custom Discipline List** button (**Figure 28**).

IMPORT DATA	
Print Workbook	PROCESS
Print Custom Discipline List	

Figure 28. Available buttons found on the Division Level Contact tab

## Manual Entry of Data-Division Level

### Incidents Tab

The **Incidents** tab displays the **Incident Entry** information where the data collection per incident record is created. Each feature on this screen involves the **Incident** code, which is auto-generated after the Reporting School has been selected (**Figure 29**). Fill in the correct information requested and click the **Attach Student** button (see previous page 15). The **Student Identifier** box will appear. Click the down arrow and click one of the selections—NEW, NS, UN, or a previously entered student (see previous page 15). Once this selection has been made, the screen will modify itself. If NEW is chosen the screen will move to the **Student Data Entry** screen where the student information will be entered (see previous page 16) For Non-student and Unknown offenders see previous page 17.

Incident Entry				
Reporting School	Reporting School ▼			
Incident Code		New Incident		
Incident Date				
Incident Division	Select School Division ▼			
Incident School	Incident School ▼			
Victims				
Select Offense Code ▼				
1	2	3	4	5
Number of Weapons Confiscated				
Firearms		Other		
Show Last Incident		Attach Student		
Recall Incident				
0 Records				

Figure 29 . Incident Entry for Division Level

## Import Data –Division Level

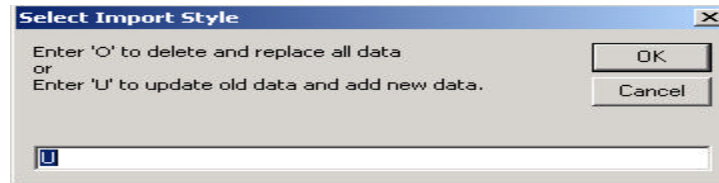
### Type of File that may be Imported

There are two types of files that may be imported into the workbook.

- Text files that are in the format of the “B” record. This format is posted on the Web as **Discipline Text Import File Layout**.
- Excel file format produced by the workbook.

## To Overwrite or Not to Overwrite

When importing a workbook into the Division Level Spreadsheet, the user will be alerted with a message box that will ask you to select your Import Style-- enter an “O” to delete and replace all data or “U” to update old data and add new data. This is a new feature (**Feature 30**), which allows you to import workbooks any amount of times throughout the year.



Feature 30. Selecting the import style

Importing data can involve Single or Multiple workbooks. Click on the Import Data and a message box will appear (**Figure 31**). Indicate whether the user is importing a single or multiple workbooks by keying in an “S” or an “M” into the message box.

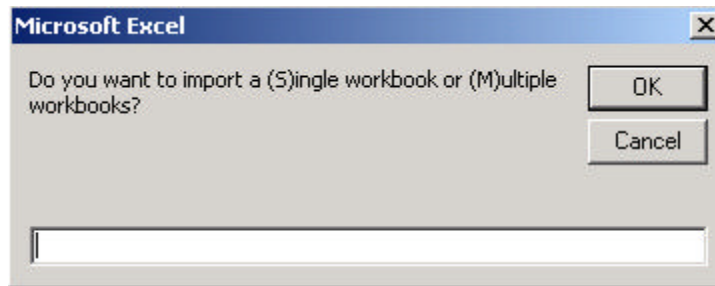


Figure 31. Message box requesting Multiple or Single workbooks to be imported

Upon the importing of this file, a message box will appear indicating that one or whatever number of files have been successfully imported (**Figure 32**).

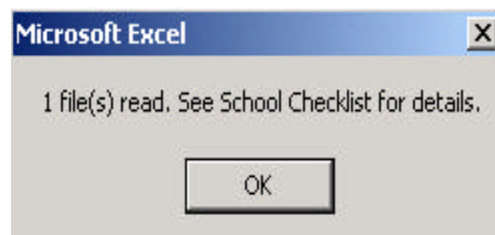


Figure 32. Total No. of files read



After clicking Okay on the message box, an **Open** box will come up on the screen and request a file to be imported. Browse for the file, highlight the file and open (**Figure33**).

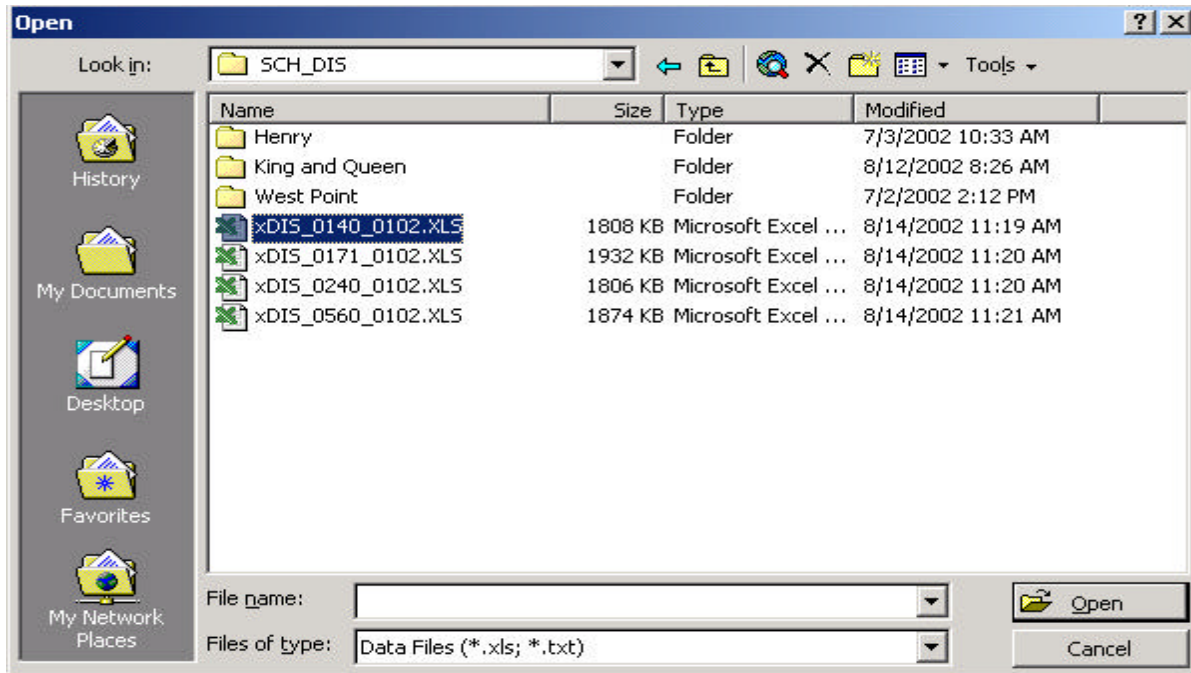


Figure 33. Open box to locate import files

The file will import into the workbook leaving four tabs visible (**Figure 34**). You may import as many files as you desire.

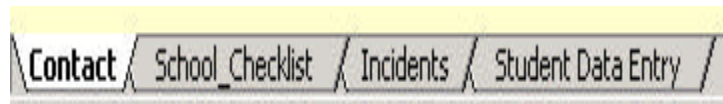


Figure 34. After importing workbook—three tabs are visible

## Processing the File – Division Level

Return to the **Contact** tab and click the **Process** button (**Figure35**).

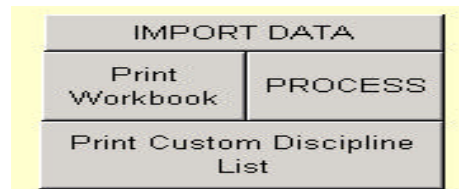


Figure 35. The process button found on the Contact tab.

This will allow the user to process one file at a time or multiple files, which ever is desired. After processing is complete, several tabs are added to your workbook (**Figure 36**).

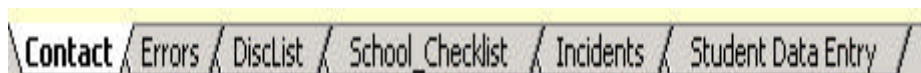


Figure 36. Three tabs appear after processing.

## School\_Checklist Tab – Division Level

The **School\_Checklist** Tab is a listing of all the schools within your Division. As you import files, the total records per school will be recorded on the **Checklist** opposite the school name (**Figure 37**). This will enable your division to keep track of what schools have been completed.

School Checklist	
Reporting School	Incidents
0010-OSCAR SMITH MIDDLE	5
0040-THURGOOD MARSHALL ELEMENTARY	3
0050-GEORGE W. CARVER INT.	5
0080-OSCAR F. SMITH HIGH	6
0090-CAMELOT ELEM.	4
0100-DEEP CREEK HIGH	6
0110-WESTERN BRANCH PRIMARY	0
0120-GREAT BRIDGE HIGH	0
0140-GREENBRIER PRIMARY	0
0160-NORFOLK HIGHLANDS PRIMARY	0

Figure 37. School\_Checklist Tab

## DiscList Tab – Division Level

The DiscList tab is an Excel Spreadsheet that allows the user to view his or her records listed in a table format. Notice that certain entries are highlighted. These highlighted cells are indicating the errors within the spreadsheet that need correcting. (**Figure 38**).

	File Edit View Insert Format Tools Data Window Help																							
	A	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
	Student Identifier	Enrolled School Number	Incident District Number	Incident School Number	Grade	Spec. Ed. Code	Date of Birth	Racial / Ethnic Code	Gender	Incident Date	Incident Code	Offense Code 1	Offense Code 2	Offense Code 3	Offense Code 4	Offense Code 5	Firearm Confiscate 1	Firearm Confiscate 2	Final Discipline	Days Suspended / Expelled	Ref. Lifetime	Alternative Placement	One year suspension	
1	NH1111	0070	001	0070	09	NUL	07/07/1998	06	M	09/09/2002	000001	DC1					00000	00000	02	001	00	FALSE	FALSE	
2	NH2222	0070	001	0070	11	NUL	06/06/1998	06	M	09/12/2002	000002	DR1					00000	00000	02	003	00	FALSE	FALSE	
3	NH3333	0070	001	0070	10	NUL	06/06/1997	06	F	09/22/2002	000003	DOC02					00000	00000	02	007	00	FALSE	FALSE	
4	NH4444	0070	001	0070	12	NUL	12/12/1995	06	M	09/23/2002	000004	DRG07					00000	00000	02	006	00	FALSE	FALSE	
5	NH6666	0070	001	0070	10	HI	03/03/1997	06	F	09/26/2002	000005	DC1					00000	00000	02	002	00	FALSE	FALSE	
6	CE1212	0080	001	0080	04	NUL	06/06/1993	06	F	09/01/2002	000001	DOC03					00000	00000	02	002	00	FALSE	FALSE	
7	CE2323	0080	001	0080	03	MD	07/07/1994	01	M	09/04/2002	000002	DOC07					00000	00000	02	001	00	FALSE	FALSE	
8	CE3434	0080	001	0080	02	NUL	04/04/1995	04	F	09/25/2002	000003	BA2					00000	00000	02	003	01	FALSE	FALSE	
9	CE3434	0080	001	0080	02	NUL	04/04/1995	04	F	09/30/2002	000004	DRG11					00000	00000	02	003	00	FALSE	FALSE	
10	CE1212	0080	001	0080	04	NUL	06/06/1993	06	F	10/02/2002	000005	BU1					00000	00000	02	005	00	FALSE	FALSE	
11	BP4545	0150	001	0150	KG	NUL	06/06/1997	06	M	09/12/2002	000001	DOC01					00000	00000	02	001	00	FALSE	FALSE	
12	BP5555	0150	001	0150	01	NUL	06/06/1996	01	M	09/23/2002	000002	DRG04					00000	00000	02	003	00	FALSE	FALSE	
13	BP6767	0150	001	0150	01	MD	04/04/1996	04	F	09/22/2002	000003	DC1					00000	00000	05	000	00	FALSE	FALSE	
14	BP4545	0150	001	0150	KG	NUL	06/06/1997	06	M	09/02/2002	000004	TH1					00000	00000	02	007	00	FALSE	FALSE	
15	BP5555	0150	001	0150	01	NUL	06/06/1996	01	M	09/22/2002	000005	VA1					00000	00000	02	001	00	FALSE	FALSE	
16	BP7878	0150	001	0150	02	OHI	07/07/1995	04	M	09/28/2002	000006	ATO02					00000	00000	05	000	00	FALSE	FALSE	

Figure 38. DiscList Tab

## Error Tab – Division Level

If there are any errors, an **Error** tab will appear at the bottom of the users workbook. These errors **MUST** be corrected before the text file can be generated (**Figure39**).



**Errors** have been detected in your report. Please correct them before forwarding to the DOE.

Sheet Name	Cell	Error	Row	Student ID	School #	Incident
DiscList	K2	Missing Incident Date	2	ME1111	120	000001
DiscList	K2	Badly Formatted Incident Date	2	ME1111	120	000001

Figure 39. Error tab which list the errors found within the worksheet

## Correcting Processed Errors

### Using Automated method – For Novice users

- Before correcting the errors it is suggested that you make a printed copy of the error page so that you will have a hard copy for reference.
- With the mouse cursor placed on a specific error within a row, double click the specific error. The screen will change to the **Discipline** tab where the specific incident record with the error can be found.
- Correct the error according to the instructions given in the Data Collection Instructions manual.
- After the error is corrected, update the incident by clicking on the **Update Incident** button.
- Return tot the **Error** tab for the next error, and repeat the process until all errors are corrected.
- After you have corrected all errors, go to the **Contact** tab and click the **Process** button again.

### Manual correction within DiscList – For Experienced Database Personnel

- This method allows the user to use the **DiscList** Tab to correct errors
- Refer to the Error tab for a list of errors.
- Note that the highlighted cells within the **DiscList** indicate where the error is located.
- Manually correct the error.
- After you have corrected all errors, go to the **Contact** tab and click the **Process** button again

After you have completed all corrections, click on the PROCESS button again. If there are no more errors, the worksheet will generate an ASCII text file that will need to be submitted to the Department of Education. A window will appear (**Figure 40**) asking you where you desire to save this file.

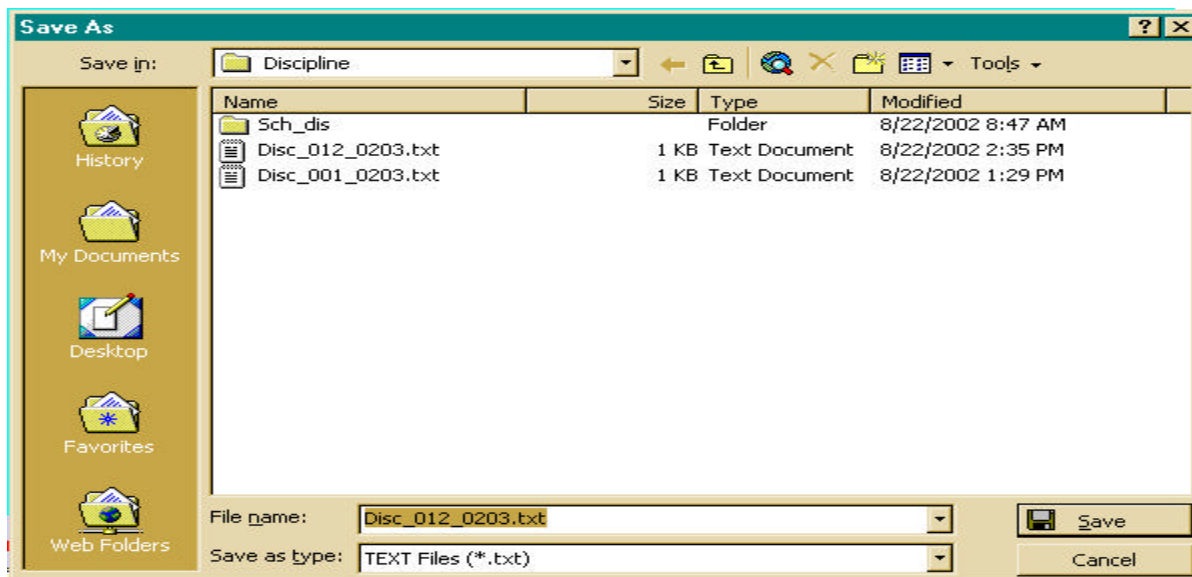


Figure 40 . Save As box for saving the Text file

An ASCII text file will be generated (C:\DOE\_DATA\DISCIPLINE\DISCIxxx01.txt) where xxx is your school division number (Figure 41). The ASCII text file should be saved in the same directory as the original Excel file.

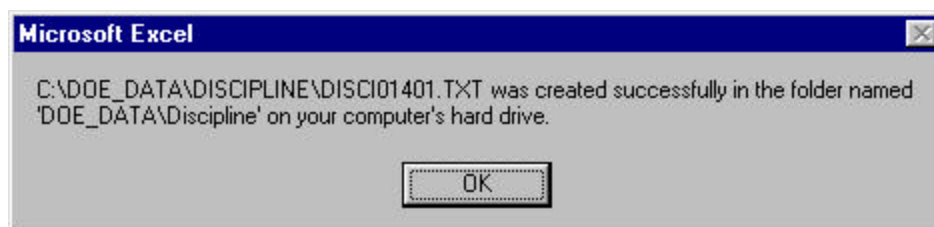


Figure 41. File Directory and File Name

## Submitting the Discipline File

The DISCIxxx\_02.txt should be submitted to the Department of Education via the Web-based Submission process. The instructions for this process is found on the DOE web-site.

Quick Reference for Web-base submission:

[http://www.pen.k12.va.us/VDOE/Publications/Discipline/datacoll/Web\\_Submission.doc](http://www.pen.k12.va.us/VDOE/Publications/Discipline/datacoll/Web_Submission.doc)

Complete Instructions for Web-base submission:

[http://www.pen.k12.va.us/VDOE/Publications/Discipline/datacoll/Data\\_submission.doc](http://www.pen.k12.va.us/VDOE/Publications/Discipline/datacoll/Data_submission.doc)